



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

In-House

Tule River Tribal Member Applicants Only

Opening Date: 07/08/2014

Closing Date: 07/22/2014

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Maintenance Grounds Laborer

Department: Facilities Maintenance

Work Schedule: Varies

Wage Rate: Pay Range 10: \$12.41/ Hr.
Paid Bi-Weekly/ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Maintenance Grounds Laborer	WORKSITE:
	Tule River Indian Reservation
	340 N. Reservation Rd.
	Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Grounds Maintenance Laborer will carry out all duties required to create and maintain an aesthetically pleasing horticultural environment. This may include cultivation and care of the landscaping and grounds surrounding a business, building, and cemeteries by planting, trimming, administering pesticides, watering, lawn care, and any other function related to the design and upkeep of external landscaping.

DUTIES AND RESPONSIBILITIES:

1. Performs work in lawn maintenance, trimming shrubbery / trees, planting various types of plants and trees, raking, mulching, shoveling, digging, sweeping, pulling weeds, maintenance, repair, alteration, and other duties associated grounds maintenance.
2. May require the use of hand and riding lawn mowers, chipper/shredder, chainsaw, weed eaters, shop equipment, and power tools.
3. Repairs, replaces, and installs outdoor watering fixtures and sprinkler systems.
4. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.
5. Repairs and installs fences, gates, walls, and walkways.
6. Makes minor repairs on equipment such as lawn mower, weed eater, spreader, etc.
7. Engage in painting, performing repairs to masonry, woodwork, and other areas of the landscape.
8. Writes reports on needed repairs and safety concerns.
9. Assist the maintenance supervisor with other departments as requested, including moving furniture and storing supplies.
10. All other duties assigned.

QUALIFICATION:

1. Must be able to bend, stoop, reach, push, pull, hear, see, and have dexterity of hands, fingers, arms, and legs.
2. Must have a valid CA Driver's License and be insurable through the Tribe.
3. Must be able to follow detailed oral or written instructions.
4. Must be able to work well under little or no supervision.
5. Must have good communication skills
6. Must be willing to work flexible hours, schedules, and weekends as required.
7. Must be able to lift up to 50 pounds.

Approved by TRTC: 12/05/2013

8. Must successfully complete a background investigation and pre-employment drug screen.

KNOWLEDGE SKILLS & ABILITIES:

1. Ability to perform physical manual labor.
2. Ability to read and comprehend policies & procedures, rules & regulations, and operating instructions.
3. Ability to work in normal to extreme weather environments.
4. Ability to operate and maintain mechanical lawn equipment.
5. Ability to write reports as required, correspondence, and take and follow direction.
6. Ability to add, subtract, multiply, and divide.
7. Knowledge of working with outdoor mechanical equipment, the amount of noise produced, and the knowledge of wearing personal protective equipment (PPE) including ear protection.
8. Must be knowledgeable in cleaning methods, cleaning solutions, application of fertilizers and pesticides, and familiar with SDS.

WORKING CONDITIONS

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently must be able to lift up to 30 pounds, normally must be able to lift up to 50 pounds, and occasionally must be able to lift over 50 pounds. Noise level is generally loud. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Position Reports to:	Facility Maintenance Supervisor/Director
Position supervises:	None
Salary:	Pay Range 10: \$12.41/ Hr. Bi-Weekly/ Overtime Eligible
Hours:	Varies
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) Plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.

Approved by TRTC: 12/05/2013